

AMA Scaffolding Ltd – Drugs and Alcohol Policy

AMA Scaffolding Ltd is committed to a workplace free of substance misuse and this Policy details the requirements to protect operations, clients and their employees, our employees and the general public from the risks and adverse effect of Drug & Alcohol abuse. In particular employees will not be permitted to undertake their duties if thought to be in an unfit state due to the effects of alcohol or drugs and such cases may be treated as gross misconduct, the penalty of which is likely to be termination of employment.

This AMA Scaffolding Ltd Policy has been assembled to comply with legislation and for reasons of:

- health and safety, efficiency and effectiveness; and
- because of the responsibilities towards clients and the need for client confidence.

Employees and workers also have a duty to co-operate fully, abstain from D&A abuse as detailed in this Policy, and they must immediately report anyone at work under the influence of Alcohol and Drugs who may jeopardize the health and safety of himself/ herself, fellow workers and others.

Where AMA Scaffolding Ltd employees are asked to attend an evening event (e.g. for an award ceremony) then directors/managers should assess the risks and brief employees beforehand and ensure the risks to H&S are managed appropriately. Where alcohol consumption is an expectation, AMA Scaffolding Ltd employees do not have to drink (and may abstain if they wish).

Where employees wish to drink superficially or moderately, this is acceptable, but they must act appropriately at all times, use taxis to get home (or public transport if appropriate) and ensure they, their colleagues and others are safe at all times. Where the event is on a weekday (e.g. a Thursday) and employees are expected to work the following day, managers must stress to employees that they must be completely alcohol free before travelling to work the following day (and where there is a risk, they must stay at home).

AMA Scaffolding Ltd has a formal drug-testing programme, but please note that the adoption of such an approach does not imply any doubts about the high ethical standards and integrity of employees; instead, it is a step required to affirm the company's status as safe, conscientious and credible.

The operates a zero tolerance on D&A abuse (and where applicable each company shall abide by any client requirements relating to Drugs and Alcohol). This Policy aims to support affected employees rather than punish them, but anyone found in possession or dealing in drugs at work will be immediately reported to the police.

The company also recognises the importance of balancing respect for individual privacy with the need to maintain a safe, secure, and productive working environment free of alcohol and drug misuse. The company is aware that in some instances, drug and/or alcohol dependency is defined as an illness. AMA Scaffolding Ltd actively encourages those employees who are experiencing difficulties with drugs, alcohol, or any other substance to seek help and where appropriate, will offer assistance in seeking relevant and evidence-based treatment. In these cases, normal sickness absence procedures will apply, and confidentiality is assured at all times.

However, if an employee – e.g. following on from a D&A test – is deemed to be unfit for work due to either alcohol or drugs, then the employee will be safely removed from company premises and suspended on full pay pending investigation and possible disciplinary proceedings, which is highly likely to lead to termination of employment.

Similarly, employees must comply with AMA Scaffolding Ltd's Policy on No Smoking in Offices (including Electronic Cigarettes). Additionally, where the client stipulates "smoke free" zones these must be adhered to.

AMA Scaffolding Ltd has placed signs prohibiting smoking/vaping on premises and employees (and visitors) must not smoke cigarettes and electronic cigarettes in the office. This includes company vehicles.

AMA Scaffolding Ltd recognise that the use of electronic cigarettes – as detailed by Public Health England – is relatively low and these can also be a benefit for those striving to give up cigarettes.

This is of course subject to review as Public Health England gather more evidence and in the mean time AMA Scaffolding Ltd recommend that, with managers' assistance, employees use electronic cigarettes in a safe place outside away from smokers, to further encourage their striving to give up nicotine.

Lastly, there is a risk of fire when using electronic cigarette chargers and employees must only purchase from reputable suppliers and seek permission from the AMA Scaffolding Ltd Director, before charging electronic cigarettes on AMA Scaffolding Ltd premises. These chargers should never be left unattended and should be removed at break times and before leaving the premises.

AMA Scaffolding Ltd's D&A aims, and objectives are to:

- Identify any risks involved in D&A abuse and put in place any required preventative measures;
- Where required, implement a D&A testing programme;
- Ensure that none of our employees under our control access our projects or carry out safety critical tasks while under the influence of drugs or alcohol:
- Inform employees of the risks of D&A abuse (including risks involved with medication etc.);
- Inform employees that it is a condition of employment that the following applies:
 - You are not allowed to perform ANY duty at work whilst under the influence of alcohol, illegal drugs or substances (or having consumed/used illegal drugs or substances);
 - You are not allowed to perform ANY duty if taking medication liable to impair your faculties;
 - You are not allowed to perform ANY duty at work if you have misused medication;
 - You are not allowed to misuse, possess, use or sell illicit drugs, substances, alcohol or medication on any Company or Client's site.
- On any project or when working on our premises, it is a contract condition and a condition of your employment that the following testing for D&A may be carried out:
 - Pre-appointment;
 - Pre-employment;
 - For cause; and
 - Random.
- If you refuse to co-operate with or fail such a test it will be treated as gross misconduct, the penalty for which is highly likely to be summary dismissal;
- The tests may be carried out on behalf of the Company or Client.

For and on behalf of AMA Scaffolding Ltd.

Martin Unstead
Managing Director
February 2025